S1 MISSION

The section provides and coordinates personnel service support for the command. Support from organic assets include limited personnel and administrative services and legal service support. Coordination with division and corps assets provides additional personnel & administration (P&A) and legal support as well as finance support. Postal services, morale and welfare activities support, and public affairs support are also provided. (FM 63-2-2 dtd 1 Mar 01)

S1 SECTION

ADMIN ACTIONS

DAILY OPS

- ✓ ***NCOERs for HHC and CMD GRP***
- ✓ ***Awards Processing***
- ✓ ***Finance***
- ✓ ***BAH Request***
- ✓ ***Congressionals***
- ✓ ***Line of Duty Investigations***
- ✓ ***Publications***

OTHER PROJECTS

- ✓ ***NCOER Rating Scheme***
- ✓ ***Coordinate Finance Visits***
- ✓ ***CFC Program***

S1 OPERATIONS

PERSONNEL

DAILY OPS

- ***USR Data Collection***
- ***Daily SIDPERS Transactions***
- ***New Soldier Sponsorship***
- ***Attend CSSCS Training***
- ***MOS Matrix***
- ***Intra-DISCOM Reassignment***
- ***Plan & coordinate MMRB***
- ***Consolidate daily DISCOM PERSTAT; submit to G1***

OTHER PROJECTS

- ***CSSCS Manager***
- ***Coordinate/Conduct CIP***
- ***Low Density (CMF 71/75) SGT's Time Training***

S1 OPERATIONS

ADJUTANT

DAILY OPS

- ***Advise CDRs on all personnel matters***
- ***Maintain Officer Slates***
- ***Publish Rating Schemes for Commander***
- ***Execute Ceremonies and Protocol functions for the DISCOM***
- ***Photograph DISCOM events; contribute to website***
- ***Prepare Duty Rosters***

OTHER PROJECTS

- ***DISCOM Website contribution***
- ***Conduct DRB/NTC Personnel analysis***

S1 OPERATIONS

LEGAL

DAILY OPS

- ***Advise CDRs on legal matters***
- ***UCMJ***
- ***Chapters***
- ***Dropped From Rolls***
- ***Article 32 Investigations***
- ***Court-Martial Preparation***
- ***Conduct Legal Reviews of Policy Letters***

OTHER PROJECTS

- ***Unit Command & Staff Visits***
- ***4ID SJA Training Program***

S1 OPERATIONS

EQUAL OPPORTUNITY

DAILY OPS

- ***Advise Commander on Equal Opportunity***
- ***Conducts EO Training***
- ***Trains Battalion EOAs***
- ***Conducts EO Sensing Sessions***
- ***Prepares EO status Reports***
- ***Investigates EO Complaints***

OTHER PROJECTS

- ***Prepares EO Policy Letters***
- ***Schedules Cultural awareness events and celebrations***
- *I*

S1 OPERATIONS

ONGOING MISSIONS

- SIDPERS SUPERSERVER
- DISCOM WEBSITE
- OFFICER SLATING
- MAILROOM INSPECTIONS

- CIPs
- NTCs
- DRB Prep